

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING  
HELD AT CLEARVIEW, IN THE CHAPEL  
198 COUNTY DF  
JUNEAU, WI 53039**

**APRIL 6, 2016**

**MINUTES**

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff  
Lisa Derr  
Jeff Duchac  
Dan Hilbert  
Tom Schaefer

**ALSO PRESENT:** Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Administrator; Bill Wiley, Director of Finance; Jacqueline Kuhl, Brain Injury Center Coordinator; Lori Kurutz, Director of Support Services; Jim Hill, Director of Environmental Services; Heather Ninmann, IID Household Specialist; Jessica Strean, Assisted Living Supervisor; Ann Schulz, Director of Nursing; Angi Zilliox, Human Resource Specialist; Ruth Otto, Dodge County IT Director; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF MARCH 9, 2016 MEETING:** Motion made by Schaefer to approve the March 9, 2016 Minutes; seconded by Derr. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Duchac to deviate from the Agenda if required; seconded by Hilbert. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	25 of 30, with 3 new referrals
Clearview:	129 of 140, with 1 in the hospital; 1 admit tomorrow
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	41 of 46, with 2 in the hospital
Trailview	3 of 4, with 1 possible admit
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	16 of 20, with 1 in the hospital and 2 referrals

9. **ADMINISTRATOR'S REPORT:**

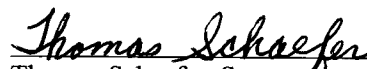
- **Corporate Compliance: Code of Ethics Attestations ~ Lori Kurutz:** Lori Kurutz, Corporate Compliance Officer/Director of Support Services, handed out and reviewed Clearview's Corporate Compliance Plan / Code of Ethics with the Committee. Attestations were signed by the Committee, acknowledging that they have reviewed and agree with the Plan.
- **Update: Fire Suppression in Clearview Server Room ~ Jim Hill:** Jim Hill, Director of Environmental Services, and Ruth Otto, Dodge County IT Director, gave a status update of the Clean Agent Fire Suppression System for the ground floor server room at Clearview. Hill talked with Chris Waldron from Boldt Construction regarding the fire protection in the server room at Clearview; Waldron stated that the pre-action system Clearview has is what he typically sees in medical facilities in their server rooms. Waldron also said that hospitals back up their server room to a main data center and that in turn would have a Clean Agent system and any damage to the local server would be replaced through insurance. Otto replied that Clearview's server room is not like most server rooms as it is a mirror to the main server in B10 at the Courthouse and that she believes both server rooms should have a Clean Agent system for fire protection. The Committee felt that this is something that could be budgeted for 2017. Clearview may also have to check with the Division of Quality Assurance State Engineer for any regulations that would apply to adding a new fire system to the server room. Otto said the Building Committee approved the installation of a Clean Agent system for B10 at the Courthouse and the cost was around \$40,000.
- **Countywide Network Outage:** Ruth Otto, Dodge County IT Director, and Ann Schulz, Director of Nursing, discussed the countywide network outage on Saturday, March 26. Clearview nursing staff did not have access to their electronic charting system (ECS) in order to do medication passes. Medication passes were done from a hard copy of the resident physician's orders located in their chart. At one point a resident needed to go to the hospital and staff were only able to use one copier to send the information as all others were not accessible because of the outage. Otto said that IT's priorities were to first get ECS up and running for Clearview and then the Sheriff Department (New World).
- **Household Meetings:** Hooper reported that Clearview's Administrative Team holds household meetings two to three times a month. Two department heads, plus Hooper, attend the meetings listen to staff's comments and discuss ideas to make improvements on that particular household.
- **Clearview Policies (Clearview Human Resource survey results) ~ Ann Schulz and Angi Zilliox:** Ann Schulz, Director of Nursing, and Angi Zilliox, Human Resource Specialist, gave a PowerPoint presentation on Clearview's Human Resource survey results, which included staff's likes/dislikes/wants and attendance issues. They also discussed Clearview's proactive approach to attract prospective employees and ideas to retain current staff: (1) incentives for better attendance and staying for additional shifts; (2) countywide biometric screenings being held - \$150 incentive for taking part in the screening; strategic planning; (4) Team Clearview Campaign; (5) employee events promoting teamwork; and (6) meeting with nursing staff on the household regarding self-scheduling. Also, Clearview will be taking part in a job fair being held on April 14 at Moraine Park Technical College in Beaver Dam and a career fair at the Dodge County Airport on April 27. A CNA class just finished up at Clearview, with another one starting next week. Self-scheduling (as per policy) of staff on two households will be starting up: the Brain Injury household (A.M. shift) will start on

April 7, and the A1 household (A.M. shift) will begin on April 21. Other households are working on self-scheduling as well, with some getting very close to starting in the near future.

- **Consider, Discuss, and Take Potential Action on Restructure of Scheduling Department ~ Resolution:** A Resolution was reviewed by the Committee, to abolish two full-time benefited positions, Payroll Specialist and Scheduling Supervisor, and create two new full-time benefited positions, Scheduling Assistant and Payroll/Scheduling Supervisor. Motion by Duchac to approve the Resolution as drafted; seconded by Hilbert. Motion carried.
  - **Division of Quality Assurance Verification Visit:** The Division of Quality of Assurance ("DQA") verification visit was held to make sure Clearview's Plan of Correction was being carried through. At the same time, the DQA was there to investigate two complains on the Behavioral Health household. Neither complaint was substantiated and no cites were issued.
  - **Northview Heights Survey:** Jessica Strean, Assisted Living Supervisor, discussed the anonymous complaint survey at Northview Heights regarding resident rights/staff performance. Northview Heights received a citation free survey.
  - **Informal Dispute Resolution ("IDR") Results:** Two complaint surveys were held on February 16 and 17, one on the IID household and one for the nursing home. The Reinhart law firm was retained to appeal both complaints. The IID complaint was successfully appealed and two of the citations were dropped. We are awaiting receipt of the nursing home appeal results and will update the Committee as additional information is obtained.
  - **View of a Clearview Department: Finance ~ Bill Wiley:** No discussion was held at this meeting; a presentation will be given at the April 27 Health Facilities meeting.
  - **Payroll Based Journal ~ Bill Wiley:** No discussion was held at this meeting; it will be discussed at the April 27 Health Facilities meeting.
  - **Consider, Discuss, and Take Potential Action on LeadingChoice Network:** Bill Wiley, Director of Finance, discussed the LeadingChoice Network impact with the Committee. The Committee supports Clearview's decision to request a Letter of Intent from LeadingAge in order to review the contract and obtain further insight into LeadingChoice Network.
10. **NEXT MEETING DATES: Wednesday, April 27, 2016, at 11:00 a.m., in the Towne Centre Conference Room at Clearview, located on the first floor, 198 County DF, Juneau, Wisconsin.**
11. **ADJOURN:** There being no further business to come before the Committee, Motion by Derr to adjourn; seconded by Schaefer. Meeting adjourned at 10:06 a.m.

Dated this 27<sup>th</sup> day of April, 2016.

Respectfully submitted,

  
Thomas Schaefer, Secretary